



10. 8:00PM **Old/New Business**  
**Approved 5-0** → 1. Vote to open the 2016 Annual Town Meeting Warrant  
2. Continue discussion on criteria for Executive Sessions  
**No Comments** → 3. Request for comments on application for a Comprehensive Permit for 354 Groton Road, "Alder Point", pursuant to Chapter 40B of the Massachusetts General Law – *Chris Kluchman, Director of Land Use Management*

11. 8:05PM **Meeting Minutes for Approval or Release**  
**Approved 5-0** Regular Session Minutes for Approval  
1. 11/24/2015  
Executive Session Minutes for Release  
**Approved to Release 5-0** { 1. 02/12/2008 6:30PM 9. 05/27/2008 10:00PM  
2. 02/26/2008 9:10PM 10. 06/10/2008 6:45PM  
3. 03/11/2008 7:02PM 11. 06/10/2008 10:31PM  
4. 04/08/2008 6:22PM 12. 06/20/2008 7:30AM  
5. 04/22/2008 6:45PM 13. 06/24/2008 10:00PM  
6. 04/29/2008 8:10AM 14. 06/27/2008 6:10PM  
7. 05/02/2008 8:00AM 15. 09/23/2008 9:25PM  
8. 05/27/2008 6:35PM

12. 8:10PM **Board Reports/Updates**  
**Selectman Peraner-Sweet announced the Town Center Traffic Study Committee will hold a public meeting to discuss their recommendations on January 13<sup>th</sup> in the Millennium Conference Room.**

13. 8:15PM **Town Manager's Report**  
**No Comments** → 1. Clarify minimum wage costs for FY16 and FY17  
→ 2. Request for comments and authorize Town Manager to send letter to MassHousing regarding cost certification report for Graniteville Woods  
**Approved 5-0** → 3. Request to appoint John Mangiaratti as acting town manager from December 26, 2015 through January 2, 2016 with no appointing authority  
4. Announce Westford's emergency radio station 1630 AM was featured in December Massachusetts Municipal Association's publication The Beacon

14. 8:20PM **Correspondence**  
**Selectman Kost inquired about the status of the letter sent to Attorney Deschenes regarding activity at 540 Groton Road. Town Manager Ross said Attorney Melissa Robbins will respond by January 12<sup>th</sup>, 2016.**

15. 8:25PM **Adjournment**

**Board of Selectmen  
Correspondence  
December 22, 2015**

**Outgoing Correspondence:**

(Listed by date sent/date received)

- 14.01 12/10/15 Letter to Abutters of Alcorn Crossing regarding National Grid Project
- 14.02 12/10/15 Letter to Watertown Commission on Disability observation of Oct meeting

**Incoming Correspondence:**

(Listed by date sent/date received)

- 14.03 12/07/15 Deschenes and Farrell PC regarding proposed expansion at 540 Groton Rd
- 14.04 12/10/15 MassHousing draft report regarding cost examination for Graniteville Woods
- 14.05 12/10/15 Letter from Salvation Army regarding Radiothon
- 14.06 12/10/15 Letter to Executive Office of Housing and Economic Development regarding support for 495/MetroWest Partnership
- 14.07 12/15/15 Letter from Department of Telecommunications and Cable regarding Cable Rate Regulation
- 14.08 12/16/15 Fios TV Rate Change Notice
- 14.09 12/16/15 Northern Middlesex Council of Governments Meeting Agenda
- 14.10 12/16/15 2016 SAG Scholarship Announcement and Application
- 14.11 12/16/15 Westford Landfill Monitoring Notification - 4th Qtr 2015
- 14.12 12/17/15 Notice of Meeting to discuss Central Mass. Mosquito Control Project Preliminary Budget

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact  
Town Manager's office at 978-692-5501 extension 1 or email to [townmanager@westfordma.gov](mailto:townmanager@westfordma.gov).*